



COMMERCIAL and MULTI-FAMILY RESIDENTIAL PERMIT APPLICATION INSTRUCTIONS

For Commercial, Multi-Family Residential and Associated Accessory Buildings

City of Sedona

This pamphlet outlines the typical information needed to obtain a construction permit for commercial, multi-family residences, hotels, motels and associated accessory buildings, including new buildings, additions, decks, patio covers, garages and carports, remodeling and repair or renovation work. For further information, contact **Community Development Services, 102 Roadrunner Drive, Sedona, Arizona 86336, (928) 282-1154.**

PLAN REVIEW APPLICATION

The Plan Review Application provides information about your project. This information is necessary for permit review and approval.

■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it:

- ☐ ASSESSOR'S PARCEL #
- ☐ PROJECT ADDRESS
- ☐ LOT NO. and SUBDIVISION *(If applicable)*
- ☐ SUITE NO. and BUILDING NAME *(If applicable)*

■ OWNER information.

■ CONTRACTOR

Generally, all work must be done by licensed general or specialty contractors. New structures must be constructed by a licensed general contractor. Improvements to existing structures may be constructed by either a licensed general contractor or licensed specialty contractors hired individually by the owner.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a general contractor will be used or is required for your project, the State regulations require that you provide:

- ☐ CONTRACTOR name and address
- ☐ LICENSE TYPE / NO.
- ☐ SALES TAX NO.

If the owner is hiring licensed specialty contractors for the work, indicate "Owner" for *CONTRACTOR* and complete the "Owner-Builder/Developer Statement" provided by this department. List the name, license and sales tax number of each specialty contractor on the back of the "Owner-Builder/Developer Statement".

■ ARCHITECT / DESIGNER

State regulations do require professional design and construction drawings for any structure exceeding 3,000 square feet or having an occupant load of more than 20.

Professional engineering is also required for services greater than 600 amps, single phase or 225 amp, 120/208 volts, three phase.

Professional design is recommended. The plans examiner may also require engineering for other elements of any structure if determined necessary.

■ FLOOR AREAS

Provide the area of new commercial space, garages, carports, decks, covered patios, sheds and basements. For remodels and additions, provide the floor area of the existing structure.

For new structures and additions, provide the building "footprint" which is the area of the building at ground level within the foundation. Indicate the *number of stories*.

For multifamily and motels, indicate the *number of dwelling units or lodging units*.

PLAN REVIEW DEPOSIT

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new buildings:

Hotels, motels and apartments:

Up to 1000 sq. ft.	\$200
1000 to 2500 sq. ft.	\$600
2500 to 5000 sq. ft.	\$800
Over 5000 sq. ft.	\$1000

Commercial:

Up to 1000 sq. ft.	\$200
1000 to 3000 sq. ft.	\$500
3000 to 10,000 sq. ft.	\$800
10,000 to 20,000 sq. ft.	\$1500
Over 20,000 sq. ft.	\$2500

Remodels and additions:

Normally, with exceptions	\$50
Garages & carports	\$50
Interior remodels, additions, roof covers & decks	\$50

***An additional permit application and deposit is required for each detached or separate structure on the site.**

PLANS REQUIRED

- ☐ 3 COMPLETE SETS OF PLANS plus 2 additional site plans for construction in Yavapai County.
- ☐ 3 COMPLETE SETS OF PLANS plus 1 additional site plan for construction in Coconino County.

**NO SITE PLANS NECESSARY FOR INTERIOR-ONLY
WORK**

NOTE:

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible with enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.

Plans considered deficient will be returned before processing the application.

■ **SITE AND GRADING PLANS** (scale: minimum 1"=20')

- ☐ Provide north arrow. Label all streets and highways.
- ☐ Show property lines, easements, edge of street pavement.
- ☐ Location of all proposed and existing buildings, decks and covered patios.
- ☐ Distance (setbacks) from property lines to all buildings, decks and covered patios.
- ☐ Show proposed and existing site utilities.
 - Location of natural gas meter and yard line.
 - Location of L.P. tank and yard line.
 - Location of water service.
 - Location and size of electric service.
 - Location of building sewer.
 - Location of septic tanks, treatment plants and disposal areas.
- ☐ Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- ☐ Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.
- ☐ Show existing and proposed topographic contours (min 2' contour).
- ☐ Indicate finished floor elevations.
- ☐ Indicate edge of pavement elevation at driveway entrances.
- ☐ Show the proposed driveway and parking lot slope and drainage by indicating finish pavement elevations.
- ☐ Show all cut and fill slopes.
- ☐ Indicate estimated quantities of cut and fill.
- ☐ Indicate location and grading for on-site sewage disposal fields.
- ☐ Show proposed and existing culverts, swales and underground drainage devices.
- ☐ Show all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- ☐ Show location, type and height of all exterior building and site lighting.
- ☐ Indicate driveway material and finish.
- ☐ Show handicapped parking stalls, dimensions, cross-slopes and signage.
- ☐ Indicate handicapped accessible route from parking stalls and public sidewalks to building entrances; show slopes and details of curb ramps, stairs, ramps and handrails.

■ **FLOOR PLAN**

- ☐ Label all rooms according to use.
- ☐ Door sizes and direction of swing.
- ☐ Window sizes and types.
- ☐ Identify all appliances and plumbing fixtures.

- ☐ Show all stairs, ramps and handrails. Indicate rise and run.
- ☐ Detail and show ADA requirements (a separate sheet is recommended.)
- ☐ Indicate the location and construction of all fire-rated walls and ceilings.
- ☐ Show location of shear panels and wall bracing. (May be shown on structural framing plans)

For remodels:

- ☐ Show existing walls. Indicate those to be removed.

For additions:

- ☐ Show the existing floor plan adjacent to the proposed addition.

■ **BUILDING CROSS SECTIONS**

- ☐ Show full building cross section(s), both transverse and longitudinal, including footing/ foundations or stem walls; floor slabs and/or floor framing; roof framing; columns/beams and/or bearing walls.
- ☐ Identify the extent and construction of all fire rated walls and ceilings.

■ **EXTERIOR ELEVATIONS**

- ☐ Indicate natural grade and 22 foot imaginary height plane. (May be shown on cross-section)
- ☐ Indicate maximum building height:
 - Elevation of lowest natural grade at the exterior wall or column.
 - Elevation of highest point of roof or parapet.
 - If building is found to be over height, indicate on plans Applied Alternate Standards Calculations.
- ☐ Identify all exterior wall and roof materials.
- ☐ Identify finish floor level and indicate elevation(s).

■ **FOUNDATION PLAN and DETAILS**

- ☐ Show all footings, wall, column, and pier sizes and reinforcement.
- ☐ Show retaining wall footing size and reinforcements.
- ☐ Indicate all lintel sizes, bolt sizes & spacing, metal post bases and beam seats.

■ **FRAMING PLAN**

- ☐ **Floor Framing** (if applicable)
 - ☐ Indicate girder and beam sizes.
 - ☐ Indicate bearing walls.
 - ☐ Show header sizes.
 - ☐ Show joist size, spacing and direction of spans.
 - ☐ Indicate or detail framing connections.
- ☐ **Roof Framing** (if applicable)
 - ☐ Indicate bearing walls.
 - ☐ Show header sizes.
 - ☐ Indicate beam sizes.
 - ☐ Show joist and rafter size, spacing and direction of spans
 - ☐ Show truss layout. Indicate location of girder and hip trusses.
 - ☐ Detail framing connections.

■ **ELECTRICAL PLANS**

- ☐ Location of outlets, switches, electrical devices.
- ☐ Location of electrical service (electrical meter) and all sub-panels.
- ☐ Show smoke detector, emergency lighting and exit sign

- locations.
- ☐ Provide one-line diagram of service section and sub-panels.
- ☐ Provide panel schedules and load calculations.
- **MECHANICAL PLANS**
 - ☐ Location, size and type of all heating and cooling equipment.
 - ☐ Indicate provisions for combustion air and venting of gas-fired appliances.
 - ☐ Show size and location of Type I hoods, exhaust fans and make-up air; detail hood protection and duct shaft requirements.
 - ☐ Indicate provisions for mechanical equipment screening.
- **PLUMBING PLANS**
 - ☐ Show all plumbing fixtures and floor drains.
 - ☐ Show grease trap or interceptor; indicate sizing calculation.
 - ☐ Indicate gas line sizes; provide isometric.
 - ☐ Indicate drain, waste and vent pipe sizes; provide isometric.
 - ☐ Indicate water line sizes; provide isometric.
- **EXTERIOR PAINT**
 - ☐ Stain and roof samples indicating LRV. Provide paint and roof samples on an 8½" x 11" form provided by this department.
- **EXTERIOR LIGHTING**
 - ☐ Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply (application within):
 - Commercial additions less than 25% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
 - Commercial additions greater than 25% must bring the entire site into conformance with all outdoor lighting requirements.
 - All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
 - Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.
 - Total outdoor light output shall not exceed 100,000 lumens per net acre.
- **STORMWATER POLLUTION PREVENTION**
 - ☐ Develop site specific plan –or- provide notice of intent to abide by the city's general storm water pollution guidelines.

■ **SOILS REPORT**

■ **STRUCTURAL ENGINEERING**

- ☐ If soils reports or structural calculations are required or available, provide 2 copies of each.

DESIGN CRITERIA AND ADOPTED CODES

- ☐ 2006 International Building Code
- ☐ 2006 International Fuel Gas Code
- ☐ 2006 International Residential Code
- ☐ 2006 international Plumbing Code
- ☐ 2006 International Mechanical Code
- ☐ 2005 National Electrical Code
- ☐ Roof Live Load -- 25 PSF (ground snow)
- ☐ Wind Load – basic wind speed (3 second gust) is 90 mph.
- ☐ Wind Exposure B (unless a specific site is located in exposure C)
- ☐ IRC seismic design category: C (soils class D)
- ☐ IBC seismic category: C for groups I and II
- ☐ IBC seismic category: D for group III
- ☐ IBC: MCE map values:
 - S_s=32.2 % g (short period map value)
 - S₁=09.1% g (1.0 sec period map value)
- ☐ Site class (w/o soils report): D
- ☐ Soil Bearing -- 1500 PSF maximum unless a higher value is substantiated by soils testing.
- ☐ Rainfall: 2.5" per hour

FIRE SPRINKLER SYSTEMS

Fire sprinkler systems are required for all new commercial and multi-family structures. Additions and remodels to existing non-sprinkled structures is required when the valuation of the proposed improvements exceed 10% of the valuation of the existing structure.

The system design and installation will be reviewed and approved by the Sedona Fire Department located at 2860 Southwest Drive, Sedona. 928-282-6800.

DESIGN REVIEW

Design Review approval by the City's Planning and Zoning Commission is required for all new commercial projects and additions to existing structures that are greater than 2000 square feet or contain 5 or more dwelling units or guest rooms.

Projects less than 2000 square feet or less than 5 dwelling units or guest rooms may be approved by zoning staff.

Contact Nicolas Gioello at 928-203-5100 prior to or at the preliminary design stage with regard to the Design Review requirements.

SIGN PERMITS

Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development.

Contact John Egan (928-204-7125) or Jim Windham (928-204-7114) with regard to sign regulations.

SPECIAL DESIGNATIONS

Special approvals are required if your property is:

- ☐ An area with a slope greater than 30% where construction will occur; a soil and geology report identifying areas of

- unstable slope may be required.
- ☐ An historic building or located within an Historic District.

RESTAURANTS: (all)

Seat counts are necessary and need to be calculated with every permit. Seat counts affect changes to the customer's monthly billing and the property owner's ERU capacity.

PROCESSING TIMES

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

■ BUILDING PERMIT

Plan review, building permit and grading fees are calculated when the plans are reviewed. Fees for new structures are based on the combined areas of commercial space, guest rooms, dwellings, garages, carports, decks and covered patios. Grading fees are established on the quantity of cut or fill, whichever is larger.

The total building permit fee for new hotels, motels, multifamily residences and commercial projects vary considerably with the type of project and enclosed floor area.

Fees for remodels are most often based upon a percentage of that calculated for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved.

■ SEWER CAPACITY FEE

For those properties authorized to connect to City sewer, the capacity fee due and payable at the time the building permit is issued. The Base Sewer User Rates table establishes capacity fees, as well as monthly user fees.

Building Department or Public Works staff can determine if a particular property may connect to the City Wastewater System and what capacity fees will be assessed.

■ DEVELOPMENT IMPACT FEES

Impact fees are a one time fee paid by residential and non-residential developers to offset the demand that new development creates on municipal infrastructure. Fees will be paid when a building permit is issued.

For information regarding impact fees, please refer to the Impact Fee Schedule included in this packet.

■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An on-site sewage disposal system is required if your property cannot be served by City sewer. A permit to construct an individual sewage system permit can be obtained by making an application to:

Yavapai County Environmental Services
6th and Mingus Avenue
Cottonwood, AZ 928-639-8136

Or

Coconino County Health Services
2500 N Fort Valley Road
Flagstaff, AZ 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit it to the appropriate agency for review, approval and permit issuance.

For remodels and additions:

If the improvements include additional plumbing fixtures or will increase discharge, you may be required to verify that the existing treatment system is adequate for the increased discharge, or improve the existing system.

A Permit to Construct an Individual Waste Treatment System must be obtained and a copy submitted to this department prior to the issuance of the building permit.

■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

- ☐ **Arizona Water Company**
65 Coffeepot Drive
Sedona, AZ 86336 928-282-5555
- ☐ **Oak Creek Water Company**
90 Oak Creek Blvd.
Sedona, AZ 86336 928-282-3404
- ☐ **Unisource Energy Services (Natural Gas)**
500 S. Willard Street
Cottonwood, AZ 86326 928-634-5555
- ☐ **Arizona Public Service (electric)**
1250 E Highway 89A
Cottonwood, AZ 86326 928-646-8452

New electric service locations are required to be approved by Arizona Public Service. The APS approval form is available at Community Development.

EXPIRATION OF PLAN REVIEW AND BUILDING PERMITS

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

CONSTRUCTION INSPECTIONS

All of the customary inspections required for new structures are listed on the Job Card you receive when your permit is issued. The particular inspections applicable to each project will vary dependent upon the nature of the construction. You may contact the Building Department staff in order to determine the specific inspections required for your project.

Inspections are conducted between 7:30 a.m. and 4:00 p.m., Monday through Friday. Inspections are scheduled by calling 928-282-3268 and leaving a message. Please leave the permit number and type of inspection you desire. Calls received before 7:00 a.m. can be scheduled for inspection that same day.